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OTE 86-7591

14 AUG 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

STAT

SUBJECT: Career Trainee Graduation Ceremony

1. We would like to invite you to be the host at the Career Trainee Graduation Ceremony scheduled for Thursday, 28 August 1986, at 1000 hours in Room 1A07 Headquarters.

2. The DDCI has agreed to make some brief remarks and to present program certificates to each career trainee. We would like you to escort the Deputy Director to the classroom and to introduce him to the group. After the ceremony, we hope you will be able to spend a few minutes chatting informally with members of the group.

STAT

3. When the specific schedule for the ceremony has been prepared, we will send both you and the Deputy Director a copy along with suggested remarks for the Deputy Director and additional information on the class.



I agree to act as host of the CT Graduation Ceremony on 28 August 1986 at 1000 hours and to introduce the Deputy Director to the group.

I am sorry to decline.

I have asked the Associate Deputy Director for Administration to substitute for me as host of the CT Graduation Ceremony.